Monthly Budget Reconciliation
and
e~Print Overview

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1. Introduction

Budget reconciliation is a process of looking at expenses and budgeted money to make sure that all expenses are accounted for and your budgeted money balances. This is accomplished by comparing listed expenses with backup documentation, making adjustments for unaccounted expenses, getting credit on unwarranted expenses, and determining the available budget balance.

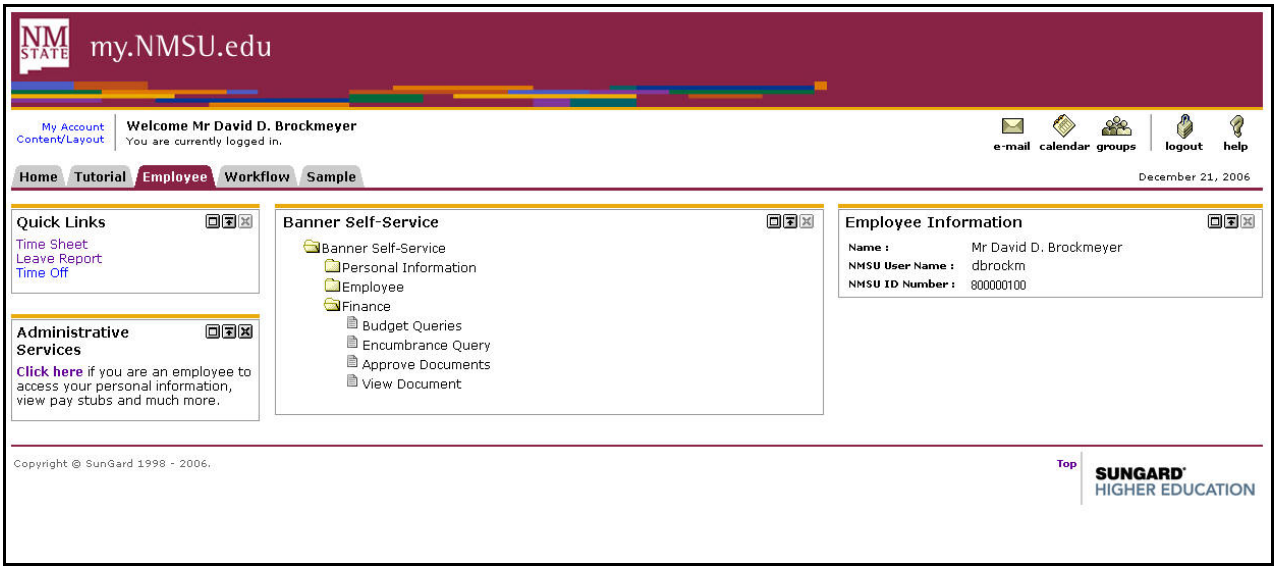
This manual will introduce the reports and information search options available to use in the reconciliation process, and familiarize you with a budget reconciliation procedure that can be used to reconcile a departmental monthly operating budget.

There are many different places we can look for information to assist us. We're going to look at the two most complete sources for your monthly research and reconciliation process; Self Service and e~Print.

2. Self-Service

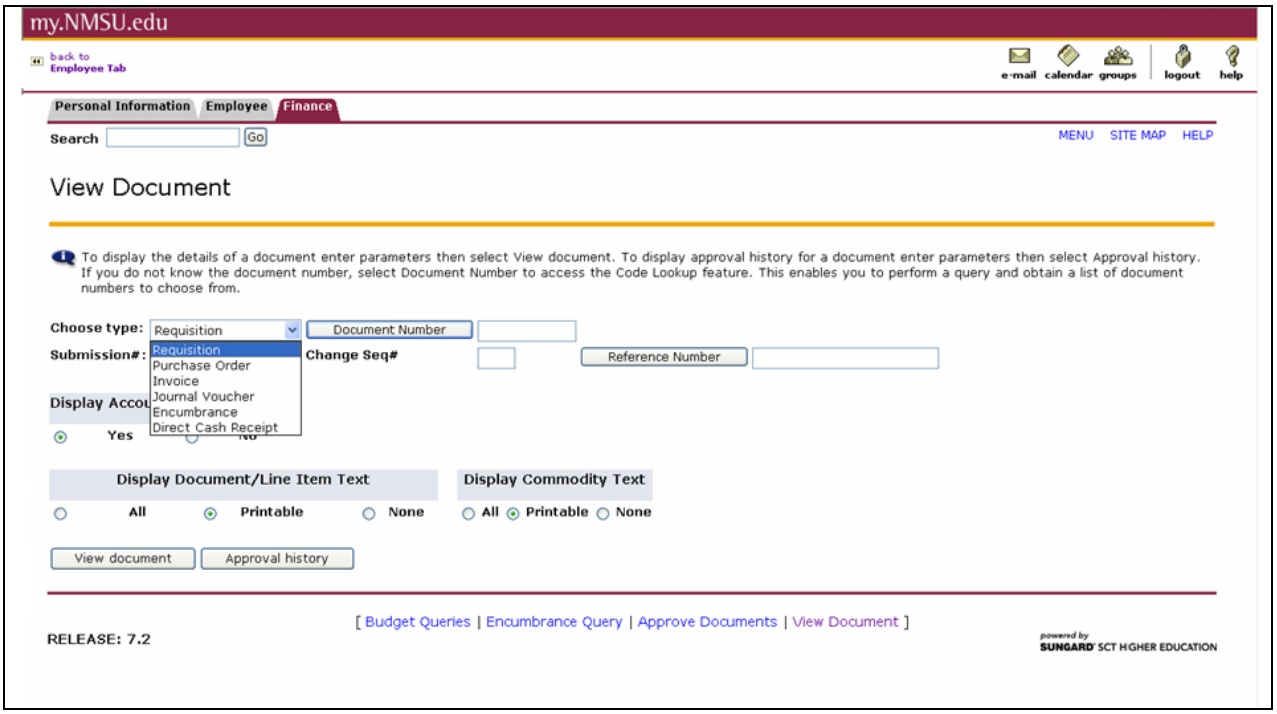
Banner Self Service is accessed through my.NMSU.edu web site. Click on the **Employee** tab, then **Banner Self Service**. Click on the **Finance** folder and select **View Document** to navigate to the View Document page.

Note: This is the only view that will be used for reconciliation.



View Documents

The View Document option allows you to retrieve and view detail information about a document (requisition, purchase order, invoice, encumbrance, or direct cash receipt).


my.NMSU.edu
back to Employee Tab
e-mail calendar groups logout help
Personal Information Employee Finance
Search Go
MENU SITE MAP HELP
View Document
To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.
Choose type: Requisition
Document Number
Submission#:
Change Seq#
Reference Number
Requisition
Purchase Order
Invoice
Journal Voucher
Encumbrance
Direct Cash Receipt
Display Accou
Yes
Display Document/Line Item Text
All Printable None
Display Commodity Text
All Printable None
View document
Approval history
[Budget Queries | Encumbrance Query | Approve Documents | View Document]
RELEASE: 7.2
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3. e~Print

3.1. Overview

What is e~Print?
e~Print is a report distribution system that uses your Internet browser to quickly and easily retrieve and print financial reports that you are authorized to see.

e~Print Security
Security is setup by Organization and is based on your current Banner Finance security. Users can only view reports that their security level allows.

What you'll need to get started
Since e~Print uses your internet browser to retrieve and view reports, it is compatible with many of the most common browsers. The following browsers can be used to access e~Print:

- Microsoft® Internet Explorer
- Netscape® Communicator
- Mozilla Firefox
- Safari (for Mac computers)
- Adobe Acrobat® Reader: You can download the latest version from www.adobe.com , run within your browser or in stand-alone mode

3.2. Logging in to e~Print

Below is the URL address for e~Print. Users log on with their current Banner username and password.

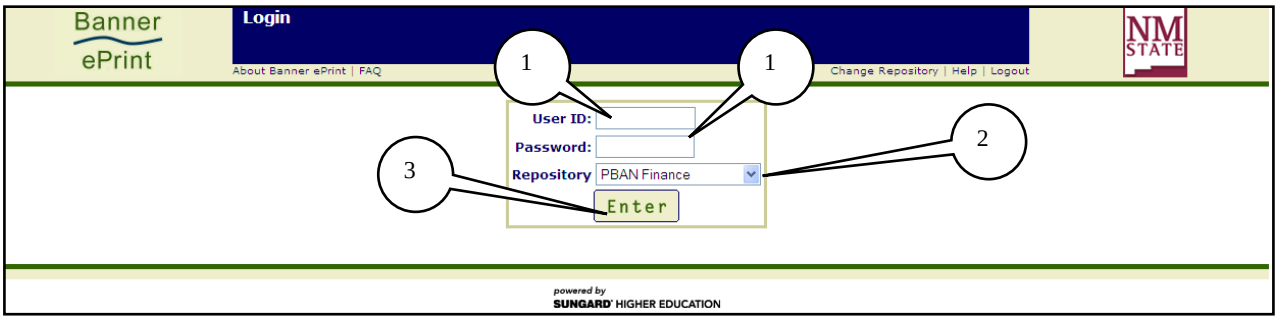
http://eprint.nmsu.edu/cgi-bin/eprint.cgi

1. Key in Banner user ID and Password

2. Select a repository

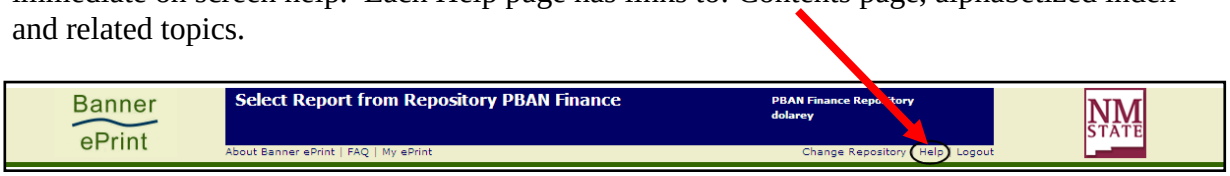
The default repository is the PBAN Finance. Depending on your security setup, you will be able to access other repositories to search for information.

3. Select enter

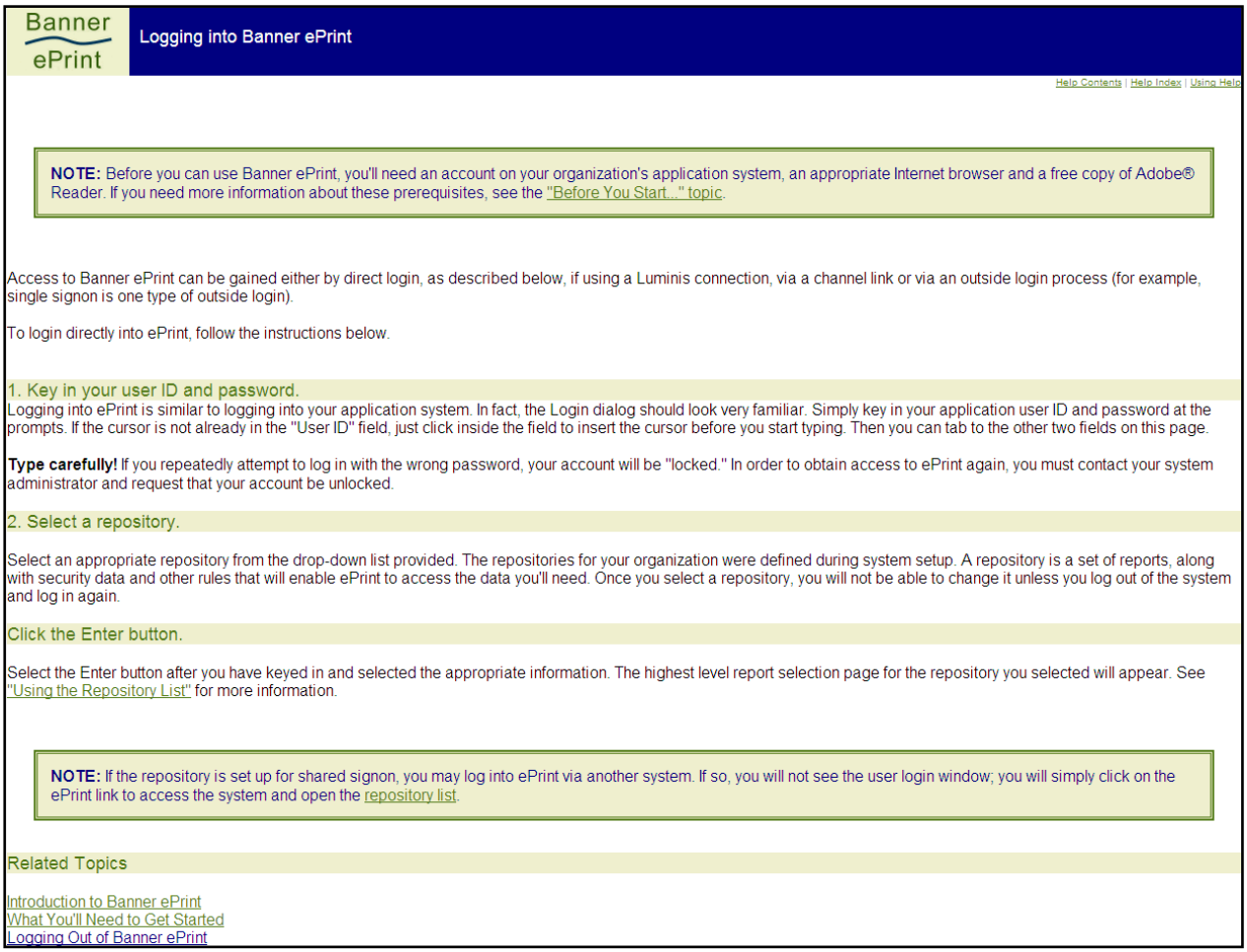


3.3.On-Line Help

Every page (even the login page) has a link to context sensitive Help, which provides immediate on screen help. Each Help page has links to: Contents page, alphabetized index and related topics.



e~Print Help contains instructions on how to use the specific screen and lists related topics that will help get the information that you need.


Banner
ePrint
Logging into Banner ePrint
Help Contents | Help Index | Using Help
NOTE: Before you can use Banner ePrint, you'll need an account on your organization's application system, an appropriate Internet browser and a free copy of Adobe® Reader. If you need more information about these prerequisites, see the "Before You Start..." topic.
Access to Banner ePrint can be gained either by direct login, as described below, if using a Luminis connection, via a channel link or via an outside login process (for example, single signon is one type of outside login).
To login directly into ePrint, follow the instructions below.
1. Key in your user ID and password.
Logging into ePrint is similar to logging into your application system. In fact, the Login dialog should look very familiar. Simply key in your application user ID and password at the prompts. If the cursor is not already in the "User ID" field, just click inside the field to insert the cursor before you start typing. Then you can tab to the other two fields on this page.
Type carefully! If you repeatedly attempt to log in with the wrong password, your account will be "locked." In order to obtain access to ePrint again, you must contact your system administrator and request that your account be unlocked.
2. Select a repository.
Select an appropriate repository from the drop-down list provided. The repositories for your organization were defined during system setup. A repository is a set of reports, along with security data and other rules that will enable ePrint to access the data you'll need. Once you select a repository, you will not be able to change it unless you log out of the system and log in again.
Click the Enter button.
Select the Enter button after you have keyed in and selected the appropriate information. The highest level report selection page for the repository you selected will appear. See "Using the Repository List" for more information.
NOTE: If the repository is set up for shared signon, you may log into ePrint via another system. If so, you will not see the user login window; you will simply click on the ePrint link to access the system and open the repository list.
Related Topics
Introduction to Banner ePrint
What You'll Need to Get Started
Logging Out of Banner ePrint

3.4.Use of Icons as a Guide

Select the Text icon shown at left of the report name to download a text file (*.txt). Depending on the browser you are using, the procedure varies slightly

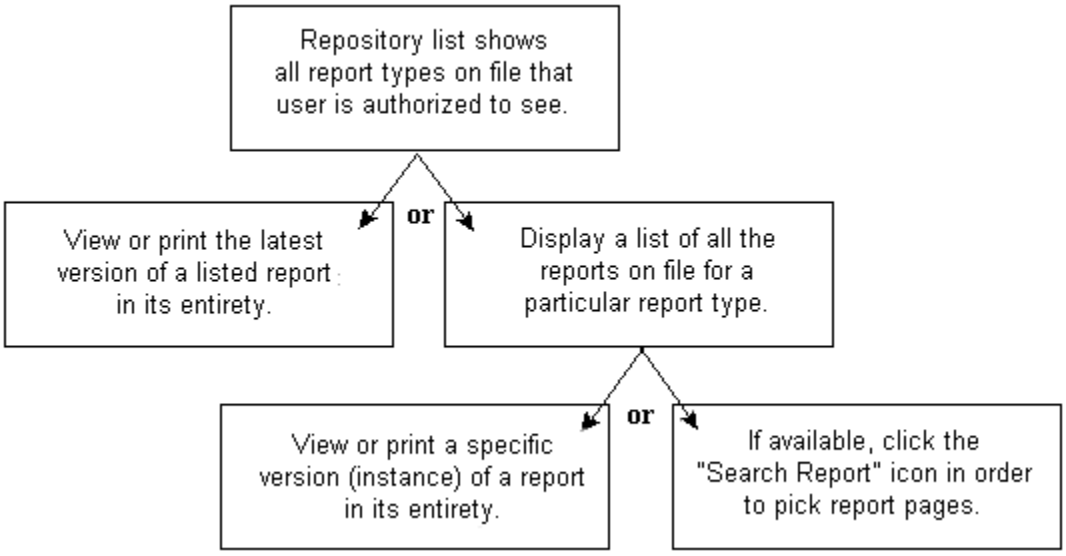
If you want to view or print the most recent version of a particular report, select the PDF icon to the left of the report name. The PDF file is assembled and retrieved, Adobe Reader® is launched, and the report is opened on your desktop. *If using Microsoft® Internet Explorer, you may experience problems displaying PDF files within your browser.*

If a Search Report icon appears to the left of a report title, then that report is sorted by at least one page key. Select the icon and the Pick Pages screen will appear so that you may enter search criteria.

If you want to view or print an older report, or if you want to use a page key to limit the information to be included on a report, select Drill icon to the left of the report name. The report list will be displayed, so that you can take further action.

3.5.Using the Drill Down Option to Select a Report

When selecting an e~Print report, you simply "drill down," or keep selecting options, until you reach the required report content. The diagram below illustrates the report selection process.


Repository list shows all report types on file that user is authorized to see.
View or print the latest version of a listed report in its entirety.
or
Display a list of all the reports on file for a particular report type.
View or print a specific version (instance) of a report in its entirety.
or
If available, click the "Search Report" icon in order to pick report pages.

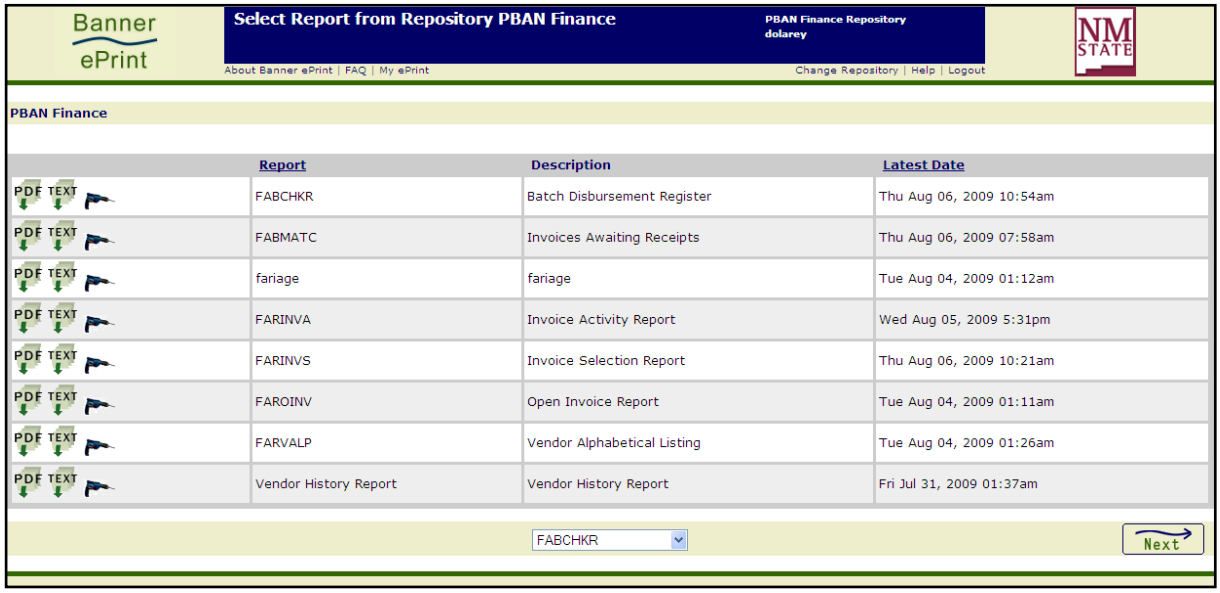
As you can see, there are three possible ways in which to retrieve a report:

- You can view/print the latest version of a report, or
- You can view/print a specific version (instance) of a report, or
- If the report is sorted with at least one page key, you can use a page key to target the data to be included in the report.

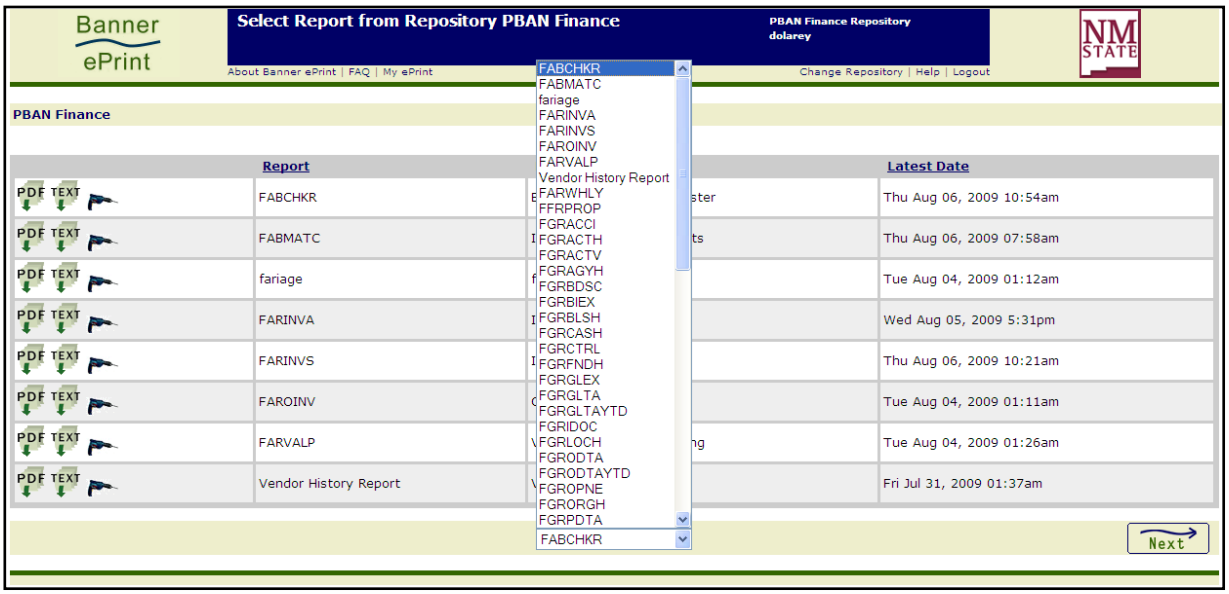
3.6.Repository List

The repository list is the highest-level report selection screen in e~Print. It displays all of the reports that you have access to in the selected repository. (The repository list is based on the option you chose from the drop-down box, when you initially logged in.

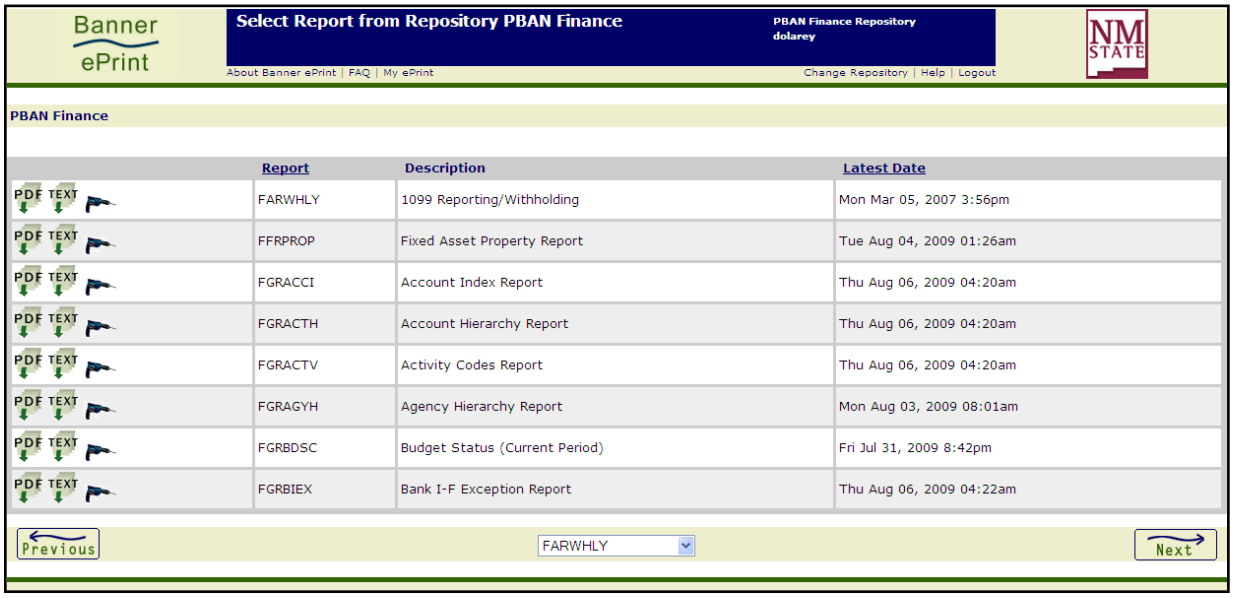
For each report type, the repository list includes the report name, description and the latest dates and time that report was run.



If your repository list display is more than one screen, you may jump to a specific report. From the dropdown (located at bottom) list of reports that you can view, select the specific report that you want to view. This report will be displayed at the top of the screen and the repository list will continue from that point.

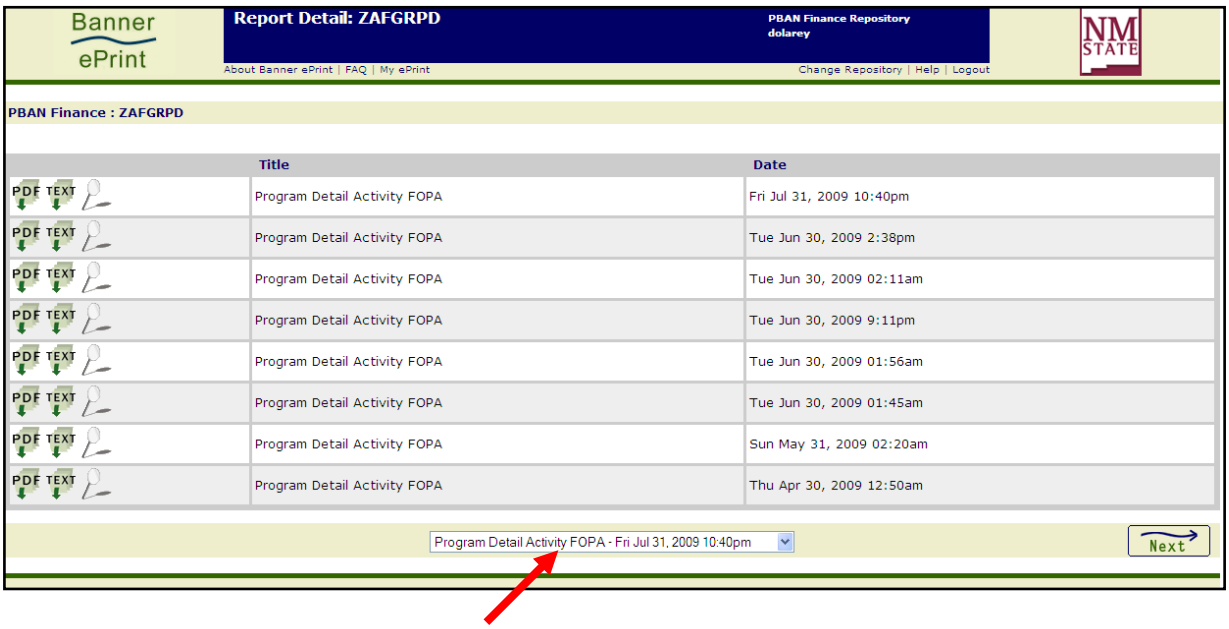


In addition, if you have more accounts to view a next button will also appear bottom right corner of screen. You may use the Next button to bring up the next screen showing additional reports.



3.7.Report Detail List

The Report Detail list is the second level of report selection screen in e~Print. This page appears when you select the Drill icon next to a report on the repository list. It displays all of the instances of that particular report that are on file in the system.


Banner ePrint
Report Detail: ZAFGRPD
PBAN Finance Repository
dolarey
About Banner ePrint | FAQ | My ePrint
Change Repository | Help | Logout
PBAN Finance : ZAFGRPD
Title
Date
Program Detail Activity FOPA
Fri Jul 31, 2009 10:40pm
Program Detail Activity FOPA
Tue Jun 30, 2009 2:38pm
Program Detail Activity FOPA
Tue Jun 30, 2009 02:11am
Program Detail Activity FOPA
Tue Jun 30, 2009 9:11pm
Program Detail Activity FOPA
Tue Jun 30, 2009 01:56am
Program Detail Activity FOPA
Tue Jun 30, 2009 01:45am
Program Detail Activity FOPA
Sun May 31, 2009 02:20am
Program Detail Activity FOPA
Thu Apr 30, 2009 12:50am
Program Detail Activity FOPA - Fri Jul 31, 2009 10:40pm
Next

If your report detail list is more than one screen, you may go to a specific instance of a report. From the dropdown list of the report at the bottom of the page, select the specific report that you want to view. This report will be displayed at the top of the screen and the report list will continue from that point.

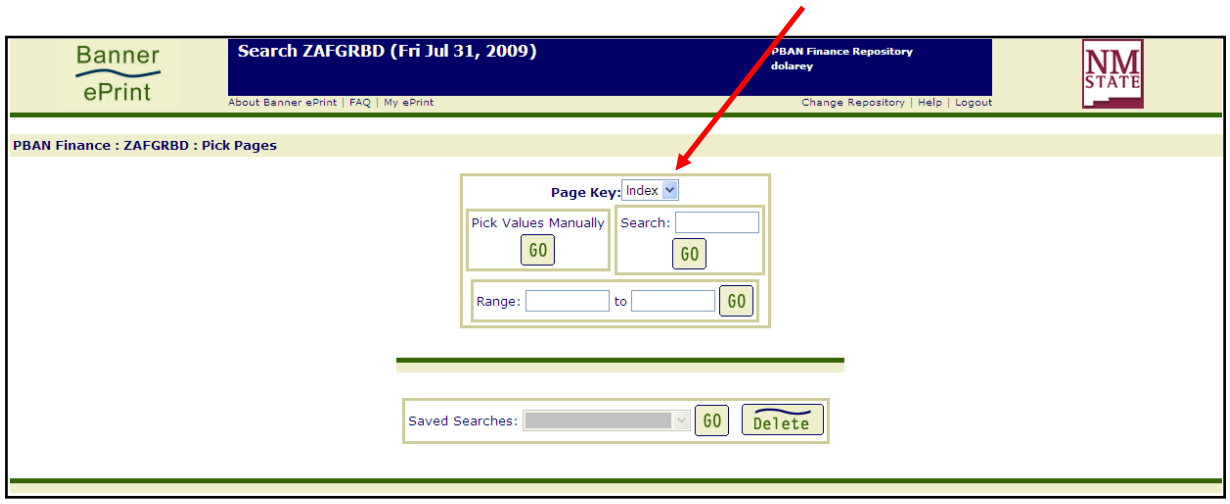
The report instances are listed in chronological order, from the most recent to the oldest versions. For each run, the report list includes the report title and the date and time it was run.

3.8.Using a Page Key

Some reports allow you to drill down and select specific criteria to search. Reports with this option have the Search Report icon. Clicking on this icon opens the “pick pages” screen.

Banner ePrint
Report Detail: ZAFGRPD
PBAN Finance Repository
dolarey
About Banner ePrint | FAQ | My ePrint
Change Repository | Help | Logout
PBAN Finance : ZAFGRPD
Title
Date
Program Detail Activity FOPA
Fri Jul 31, 2009 10:40pm
Tue Jun 30, 2009 2:38pm
Tue Jun 30, 2009 02:11am
Tue Jun 30, 2009 9:11pm
Tue Jun 30, 2009 01:56am
Tue Jun 30, 2009 01:45am
Sun May 31, 2009 02:20am
Thu Apr 30, 2009 12:50am
Program Detail Activity FOPA - Fri Jul 31, 2009 10:40pm
Next

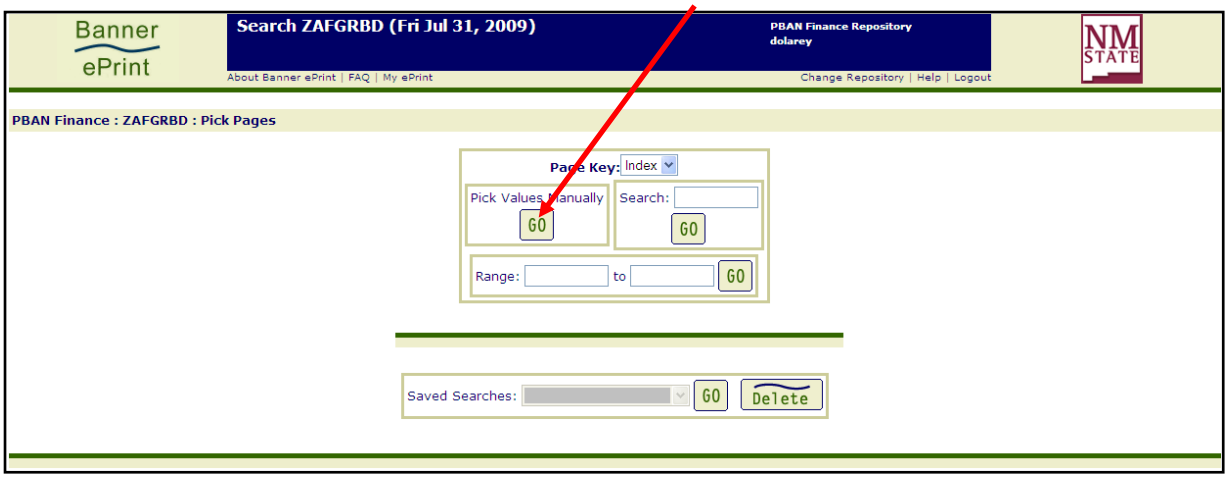
The "pick pages" (search report) screen enables you to specify a page key for the data to be included in the selected report. Depending on the type of report, you may be able to pick by a single FOAPAL element, by Index, or select from dropdown with more than one option.



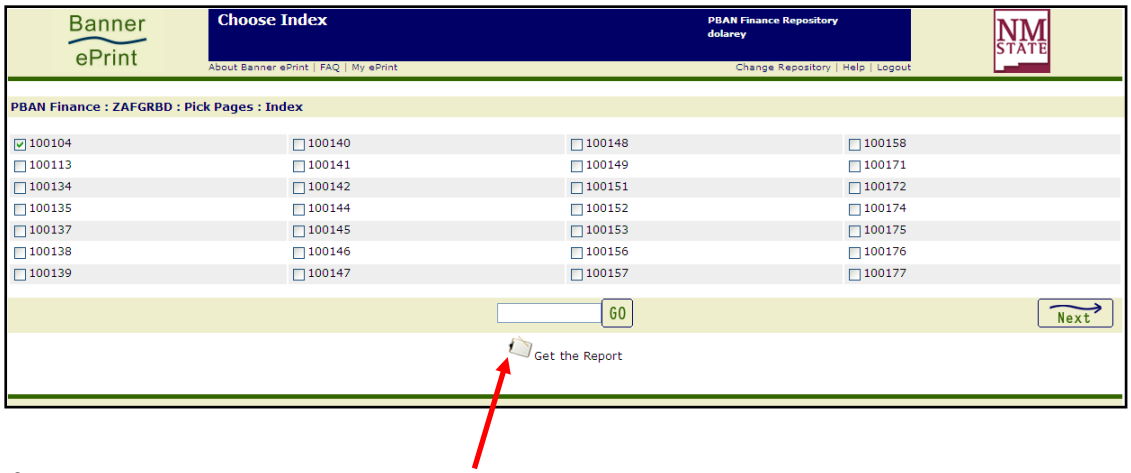
You can only use one page key at a time for any given report, but you can search again with a different page key. If only one page key is defined for the report, no drop-down list will appear.

3.8.1. Pick Values Manually

To pick values manually, click the GO button in the "Pick Values Manually" box.



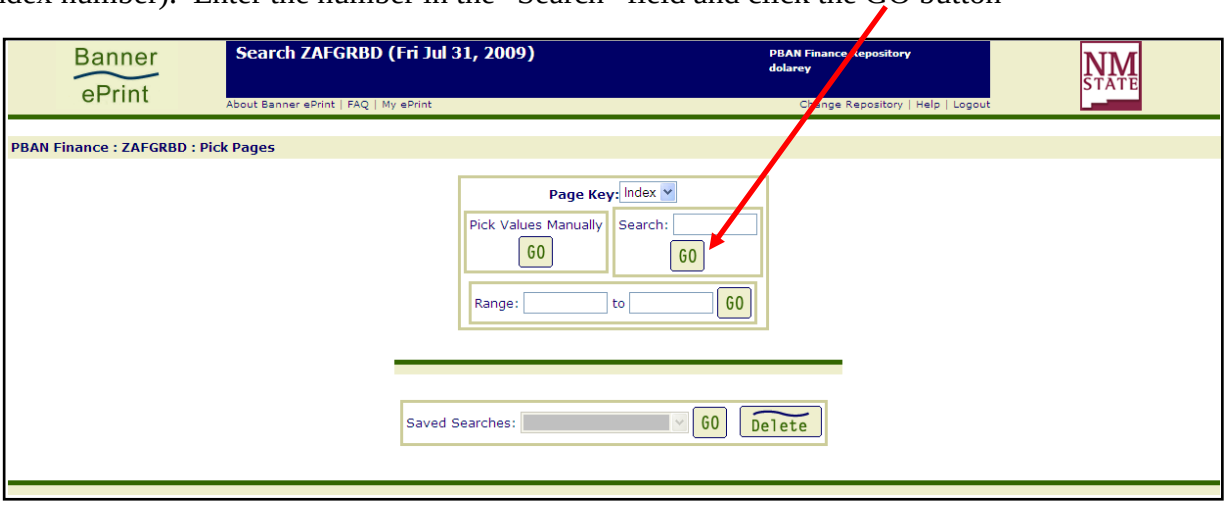
All of the valid values, that you have access to, for the selected page key will be displayed. You then will be able to select the value(s) to appear on the report. Select the value by clicking on the box in front of the value. A check will appear in the box once it has been selected.



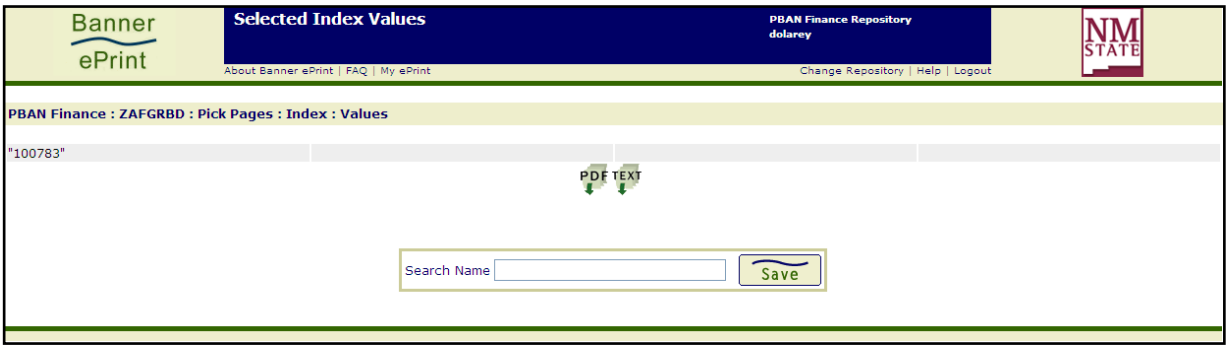
After selecting values click on the **Get the Report** icon, this will retrieve the accounts that you selected.

3.8.2. Search for a specific value

You can search for a specific value if you know that value (i.e. if you want to search by a specific Index number). Enter the number in the "Search" field and click the GO button

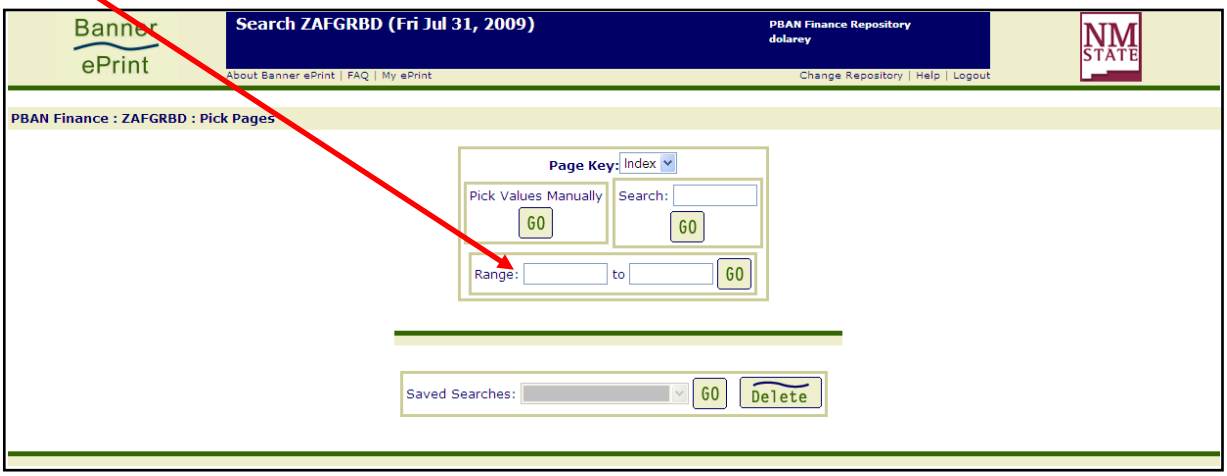


The page with the selected value will be displayed. You can select PDF or TEXT format to view the report in.



3.8.3. Search using a Range of Values

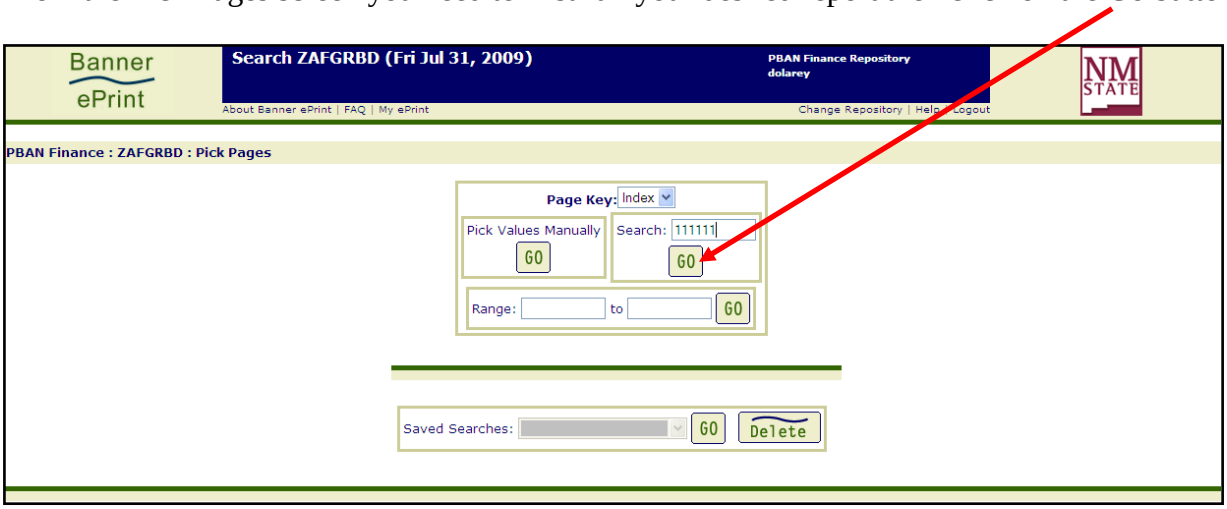
You may search by selecting a range of values. Type in the beginning and ending values in the "Range" field and press GO



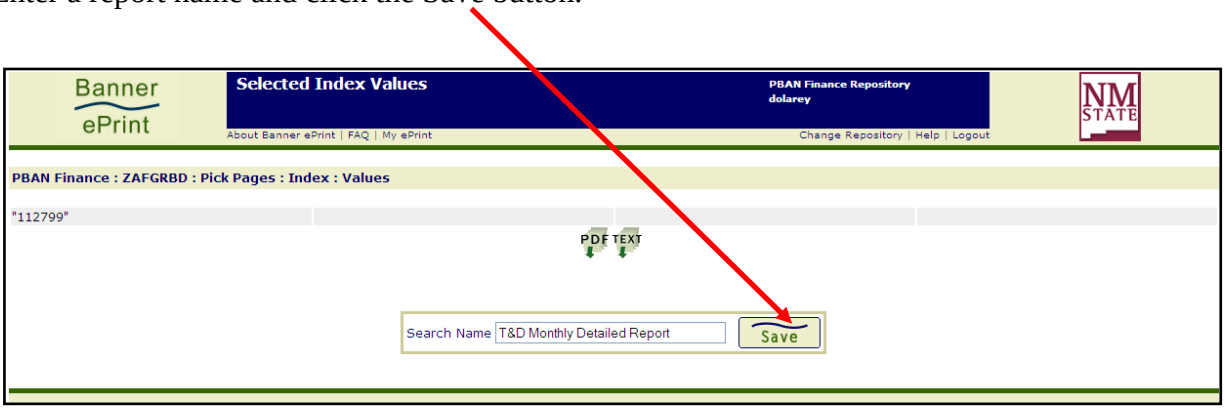
The range of values that you selected will be displayed. You can select PDF or TEXT format to view the reports for the range of values that selected.

3.8.4. Create and Save a Search Request

For quick access to frequently used report queries you can create and save a search request. From the Pick Pages screen you need to first run your desired report then click on the Go button.

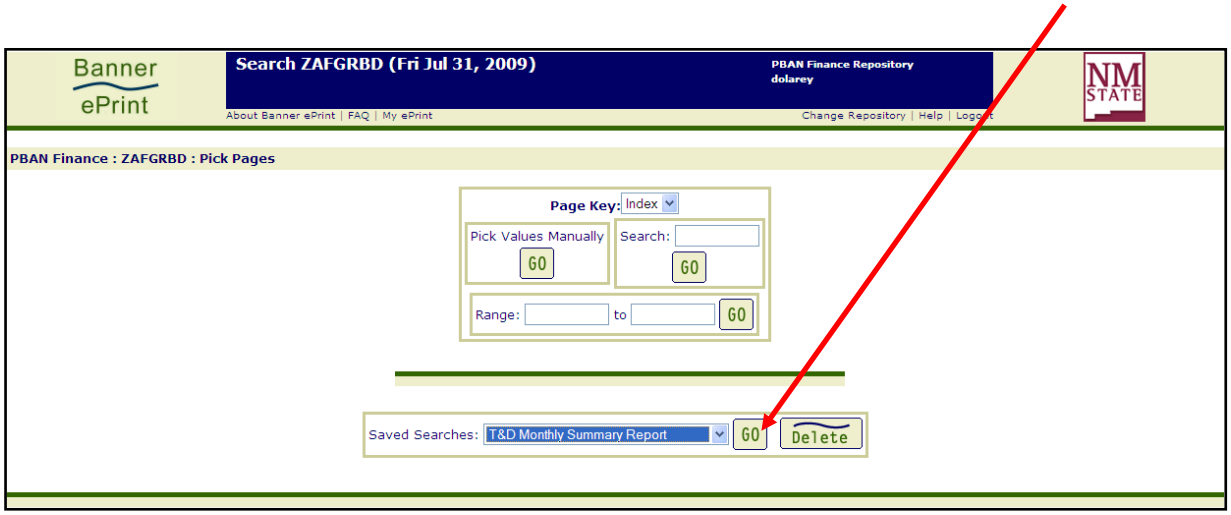


Once you run the report you will see the Search Name field appear at the bottom of your screen. Enter a report name and click the Save button.


Banner ePrint
Selected Index Values
PBAN Finance Repository
dolarey
About Banner ePrint | FAQ | My ePrint
Change Repository | Help | Logout
PBAN Finance : ZAFGRBD : Pick Pages : Index : Values
"112799"
PDF TEXT
Search Name T&D Monthly Detailed Report
Save

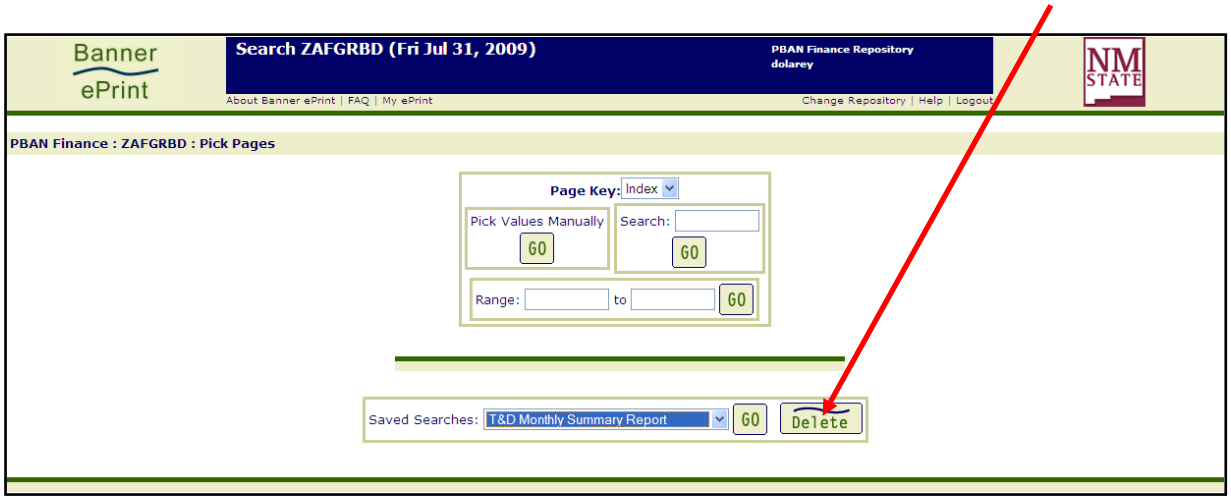
3.8.5. Use a previously saved report request

You can select a previously used search request instead of selecting items. Locate the Saved Searches list at the bottom of your screen. Select the desired report request from list and click the GO button.



3.8.6. Delete a Saved Search

You can delete a previously saved report request by selecting it and clicking the Delete button.

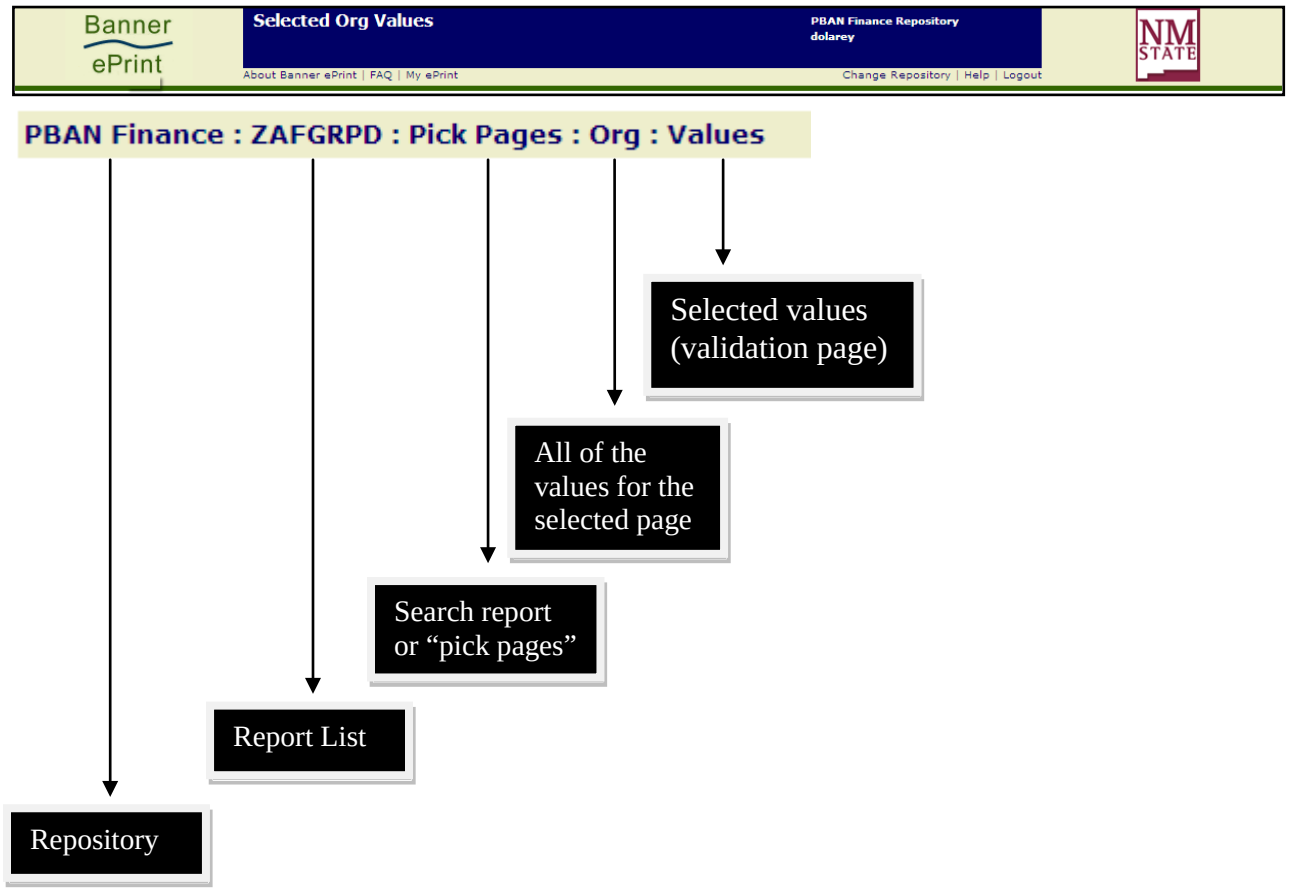


3.9.Navigation Bar

You will find that selecting a report in Banner e~Print is a logical progression from the least specific to the most specific parameters. First you select the repository, the highest level of the report data. Within the repository, you can display a listing of all reports of a specific type. If a report is sorted by page keys, you then may select a page key and indicate the values to use for that key.

During report selection, a navigation bar appears near the top of the page to help guide you through the process. By clicking in a section of the bar (sections are separated by colons), you can backtrack to any level. The illustration below shows a navigation bar and how it works.

As an example, if you select ZAFGRPD, you will go back to the Report List.


Banner ePrint
Selected Org Values
PBAN Finance Repository
dolarey
About Banner ePrint | FAQ | My ePrint
Change Repository | Help | Logout
NM STATE
PBAN Finance : ZAFGRPD : Pick Pages : Org : Values
Selected values (validation page)
All of the values for the selected page
Search report or "pick pages"
Report List
Repository

4. e~Print Reports for Budget Reconciliation

To complete the monthly budget reconciliation, the following 3 reports should be printed.

- ZIEMPDIST
- ZAFGRPD
- ZAFGRBD

4.1.ZIEMPDIST: (Employee Distributions)

This report is pulled by Org. number. It provides a record of monthly salary transaction activity for each Index mapped to the Org. The detail is presented by Index, Account Code and Alphabetized by employee.

This report can be used in conjunction with Report ZAFGRPD to verify Salary and Fringe benefit transaction activity for the month.

New Mexico State University
Employee Distributions Report
Grouped By Org,Index and Acct

REPORT: ZIEMPDIST
ORGANIZATION: xxxxxx Organization Name
For the Month: 10/01/2006 - 10/31/2006

NAME	ID	INDEX	FUND	ORGN	PROG	ACCT	PN	P_AMT	ENCD	FR_ACCT	FRNG AMT	FRRTLas
Last, First Middle	*11111	222222	xxxxxx	xxxxxx	xxxx	618100	19	280.00	RGS			
Last, First Middle	*11111	222222	xxxxxx	xxxxxx	xxxx	618100	20	283.50	RGS			
Last, First Middle	*11111	222222	xxxxxx	xxxxxx	xxxx	618100	20	176.39	RGS			
Last, First Middle	*11111	222222	xxxxxx	xxxxxx	xxxx	618100	19	123.60	RGS			
Last, First Middle	*11111	222222	xxxxxx	xxxxxx	xxxx	618100	19	211.05	RGS			
Last, First Middle	*11111	222222	xxxxxx	xxxxxx	xxxx	618100	20	226.80	RGS			
Total Acct: 618100								1,301.34				
Total Index: 222222								1,301.34				
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	3,125.79	REG	621910	906.48	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	3,125.79	REG	621910	906.48	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	788.45	REG	621910	228.65	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	1,576.90	REG	621910	457.30	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	1,420.51	REG	621910	411.95	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	1,420.51	REG	621910	411.95	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	1,752.55	REG	621910	508.24	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	1,752.55	REG	621910	508.24	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	3,736.91	REG	621910	1,083.70	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	3,736.91	REG	621910	1,083.70	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	1,574.28	REG	621910	456.54	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	1,574.28	REG	621910	456.54	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	3,106.98	REG	621910	901.02	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	3,106.98	REG	621910	901.02	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	1,909.10	REG	621910	553.64	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	20	1,909.10	REG	621910	553.64	29
Last, First Middle	*11111	333333	xxxxxx	xxxxxx	xxxx	614100	19	857.23	REG	621910	248.60	29

Nov 17, 2006 - 2,909 - 8:11:54 PM

4.1.1. Column Description for ZIEMPDIST

Title	*Description*
NAME	Lists name of the employee receiving payment.
ID	List last 5 digits of employee ID.
INDEX	Identifies the Index used for distribution of salary.
FUND	Identifies the Fund.
ORGN	Identifies the Organization.
PROG	Identifies the Program.
ACCT (Account Code)	Identifies the salary expenditure based on account codes.
PN	Represent the Pay schedule dates when transaction occurred.
P_AMT	Reflects actual dollar amount paid for pay schedule.
ENCD (See Appendix A)	Represents the earn code used for transaction.
FR ACCT (Account Code)	Identifies Fringe Benefits based on codes.
FR AMT	Reflects actual dollar amount applied towards Fringe Benefits.
FRRTLas	Fringe Rate percent.

4.2. ZAFGRPD: (Monthly Transaction Detail)

The ZAFGRPD report will provide a record of monthly transaction activity. The detail will be presented in Account Code order for all Budget, Expense and Revenue Transactions, and Commitment Activity that occurred during the month. This report can only be pulled by Org.

06-NOV-2006 21:46:54 New Mexico State University PAGE 20701
FISCAL YEAR 07 Program Detail Activity FOPA ZAFGRPD
From 01-OCT-2006 To 31-OCT-2006

COAS: N New Mexico State University
ORG: xxxxxx Organization Name
FUND: xxxxxx Fund Name
PROG: xxxx Program Name
INDEX: xxxxxx

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCT	BUDGET ACTIVITY	TRANSACTION ACTIVITY	COMMITMENT ACTIVITY	CMT TYP
BEGINNING:				ADMIN SUPP TEMP	613300				
TOTAL:				ADMIN SUPP TEMP	613300	.00	.00	.00	
BEGINNING:				STUDENT REGULAR	618100				
10/13/2006	HGNL	F0007572		HR Payroll 2006 SL 19 0	618100		614.65		U
10/31/2006	HGNL	F0007956		HR Payroll 2006 SL 20 0	618100		686.69		U
TOTAL:				STUDENT REGULAR	618100	.00	1,301.34	.00	
BEGINNING:				FRINGE RATE NON REGULAR	621950				
TOTAL:				FRINGE RATE NON REGULAR	621950	.00	.00	.00	
BEGINNING:				FUEL AND LUBRICANTS	730200				
10/05/2006	JE16	OP000063	1273250	Departmental Ga-PPD 378242/2	730200		36.66		U
10/12/2006	JE16	OP000064	1275239	Fuel Acquisitio-PPD 379884/2	730200		20.59		U
10/26/2006	JE16	OP000066	1279636	Fuel Acquisitio-PPD 379884/2	730200		19.18		U
TOTAL:				FUEL AND LUBRICANTS	730200	.00	76.43	.00	
BEGINNING:				OFFICE SUPPLIES	731000				
10/04/2006	IDV	BK000305	M0052682	BOOKSTORE CHARGES20061003	731000		2.76		U
10/11/2006	IDV	BK000310	M0052940	BOOKSTORE CHARGES20061010	731000		30.59		U
10/13/2006	IDV	BK000312	M0053068	BOOKSTORE CHARGES20061012	731000		6.41		U
10/13/2006	IDV	BK000312	M0053084	BOOKSTORE CHARGES20061012	731000		24.68		U
10/16/2006	JE16	PR000314	83710026	OFFICE MAX 00008375 2	731000		27.96		U
10/17/2006	IDV	BK000314	M0053224	BOOKSTORE CHARGES20061016	731000		106.40		U
10/17/2006	IDV	BK000314	M0533294	BOOKSTORE CHARGES20061016	731000		5.37		U
10/23/2006	IDV	BK000318	M0053404	BOOKSTORE CHARGES20061020	731000		13.86		U
10/27/2006	IDV	BK000320	M0053568	BOOKSTORE CHARGES20061025	731000		18.31		U
10/27/2006	IDV	BK000320	M0053599	BOOKSTORE CHARGES20061025	731000		17.89		U
10/30/2006	IDV	BK000321	M0053568	BOOKSTORE CHARGES20061025	731000		18.31		U

06-NOV-2006 21:46:54 New Mexico State University PAGE 20707
FISCAL YEAR 07 Program Detail Activity FOPA ZAFGRPD
From 01-OCT-2006 To 31-OCT-2006

COAS: N New Mexico State University
ORG: xxxxxx Organization Name
FUND: xxxxxx Fund Name
PROG: xxxx Program Name
INDEX: xxxxxx

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCT	BUDGET ACTIVITY	TRANSACTION ACTIVITY	COMMITMENT ACTIVITY	CMT TYP
BEGINNING:				COMPUTER SOFTWARE	766100				
TOTAL:				COMPUTER SOFTWARE	766100	.00	.00	.00	
BEGINNING:				ICT SERVICES	766200				
10/27/2006	IDV	J0040874	YESSIKA	ict 21953 sept 2006 utilz: i	766200		1.94		U
TOTAL:				ICT SERVICES	766200	.00	1.94	.00	
BEGINNING:				NONEMPLY TRVL AND REIMB	768001				
TOTAL:				NONEMPLY TRVL AND REIMB	768001	.00	.00	.00	
BEGINNING:				FURN EQUIP GT1000	780200				
10/25/2006	REQP	R0030012		LISA GAMBOA	780200			1,299.00	U
10/26/2006	POLQ	P0030122		B and H Photo-Video	780200			-1,299.00	U
10/26/2006	PORD	P0030122		B and H Photo-Video	780200			1,299.00	U
TOTAL:				FURN EQUIP GT1000	780200	.00	.00	1,299.00	
BEGINNING:				LARGE BUDGET POOL	799800				
10/31/2006	BDC	J0041514	EAGUIRRE	FY06 CF 100483	799800	1,483.90			U
TOTAL:				LARGE BUDGET POOL	799800	1,483.90	.00	.00	
TOTAL FOPA:									
				Revenues	50	.00	.00	.00	
				Expenses	60 70	1,483.90	19,368.41	-13,792.43	
				Applied Charges	595	.00	.00	.00	
				Transfers	89	.00	.00	.00	

4.2.1. Column Description for ZAFGRPD

Title	*Description*
TRANS DATE	The dates Invoices, JVs, PCards, etc are processed into the system.
TRAN TYPE (See Appendix B)	Identifies the type of transaction.
DOCUMENT NUMBER (See Appendix C)	Combination of document type and system generated number.
DOCUMENT REF #	Additional reference used to further identify the transaction.
DESCRIPTION	Description of the transaction being processed.
ACCT	Account codes for revenue, expenditures, budget, and transfers.
BUDGET ACTIVITY	Includes budget loads, adjustments, and carry forwards.
TRANSACTION ACTIVITY	Actual expense and revenue transactions posted to the system during the month.
COMMITMENT ACTIVITY	Budget commitment activity for the month. Primarily related to Purchase Requisitions and Purchase Orders.
CMT TYP	Related to Year end close for Business and Finance purposes only.

4.3. ZAFGRBD: (Budget Status)

The ZAFGRBD report summarizes in Account Code order the Adjusted Budget, Current Period Activity, and Year to Date Activity, Budget Commitment, and Available Budget Balance as of month end. The report can be pulled by Index, Fund or Org.

REPORT ZAFGRBD — New Mexico State University — RUN DATE: 11/06/2006
FISCAL YEAR: 07 — Budget Status (Current Period) — TIME: 08:12 PM
AS OF 31-OCT-2006 — PAGE: 2250

COAS: N New Mexico State University
FUND: xxxxxx Fund Name
PRED ORG: xxxxxx Predecessor Org Name
ORG: xxxxxx Organization Name
PROGRAM: xxxx Program Name
ACTIVITY:
INDEX: xxxxxx

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET COMMITMENT	AVAILABLE BALANCE	CMT TYP
613300	ADMIN SUPP TEMP	.00	.00	1,060.80	.00	-1,060.80	U
618100	STUDENT REGULAR	.00	1,301.34	6,320.22	.00	-6,320.22	U
621950	FRINGE RATE NON REGULAR	.00	.00	190.95	.00	-190.95	U
TOTAL	Operating Expense - Labor	.00	1,301.34	7,571.97	.00	-7,571.97	
730200	FUEL AND LUBRICANTS	.00	76.43	225.75	.00	-225.75	U
731000	OFFICE SUPPLIES	.00	296.72	490.45	.00	-490.45	U
731100	COMPUTER SUPPLIES	.00	293.93	685.14	.00	-685.14	U
731520	DESK SIGNS AND NAME TAGS	.00	6.50	6.50	.00	-6.50	U
732001	NON OFFICE SUPPLIES	.00	.00	132.13	.00	-132.13	U
732620	LIGHT BULBS	.00	.00	50.34	.00	-50.34	U
732810	CLEANING AND JANITORIAL SUPPLIES	.00	.00	9.56	.00	-9.56	U
737100	BUSINESS MEALS	.00	327.17	931.06	.00	-931.06	U
738011	MISC SUPPLIES PROCUREMENT CARD	.00	216.83	216.83	.00	-216.83	U
739100	BOOKS	.00	.00	94.45	.00	-94.45	U
740100	FURNITURE AND OFFICE EQUIP LT 1001	.00	.00	868.03	.00	-868.03	U
740200	SMALL TOOLS LT 1001	.00	.00	101.88	.00	-101.88	U
744310	COMPUTER R M PARTS	.00	.00	43.99	.00	-43.99	U
744330	PRINTER R M PARTS	.00	.00	727.62	.00	-727.62	U
750201	POSTAGE	.00	.58	.58	.00	-.58	U
750310	EQUIPMENT CHARGES	.00	68.00	270.78	.00	-270.78	U
750320	DDD CALLS ICI LINES	.00	25.84	168.41	.00	-168.41	U
750370	LINE CHARGES	.00	432.00	1,744.26	.00	-1,744.26	U
750380	CELLULAR CALL EXPENSE	.00	150.00	555.23	.00	-555.23	U
750400	V NET EXPENSE	.00	-4.08	-7.84	.00	7.84	U
750530	VOICE INSTALLATION	.00	.00	97.50	.00	-97.50	U
750630	DATA MATERIALS	.00	.00	186.66	.00	-186.66	U
750650	WIRELESS MATERIALS	.00	16.49	561.48	.00	-561.48	U
750701	ADVERTISING	.00	.00	1,349.51	.00	-1,349.51	U
752001	PRINTING REPRODUCTION	.00	.00	30.00	.00	-30.00	U
753200	HARDWARE AND EQUIPMENT RENTAL	.00	84.57	1,183.65	3,336.03	-4,519.68	U
754200	MAINTENANCE CONTRACT	.00	599.00	599.00	.00	-599.00	U
754330	PRINTER REPAIR MAIN	.00	199.98	477.95	.00	-477.95	U
754400	R M VEHICLES	.00	18.72	40.13	.00	-40.13	U
758500	PPD SERVICES	.00	19.59	557.78	.00	-557.78	U
760200	LOCAL SEMINAR	.00	230.00	420.00	.00	-420.00	U
760900	SALES TAX	.00	.00	-10.76	.00	10.76	U
761001	PROFESSIONAL CONTRACTED SERVICES	.00	15,006.86	15,006.86	21,425.14	-36,432.00	U
766010	COMPUTER SERVICES	.00	.00	-60.00	.00	60.00	U
766100	COMPUTER SOFTWARE	.00	.00	13,645.76	.00	-13,645.76	U
766200	ICT SERVICES	.00	1.94	2,475.91	.00	-2,475.91	U
768001	NONEMPLY TRVL AND REIMB	.00	.00	202.92	.00	-202.92	U
TOTAL	Operating Expense - Non Labor	.00	18,067.07	44,079.50	24,761.17	-68,840.67	
780200	FURN EQUIP GT1000	.00	.00	.00	1,299.00	-1,299.00	U
TOTAL	Capital Expenditures	.00	.00	.00	1,299.00	-1,299.00	
799800	LARGE BUDGET POOL	110,403.90	.00	.00	.00	110,403.90	U
TOTAL	Operating Expense - Non Labor	110,403.90	.00	.00	.00	110,403.90	
TOTAL POPA							
REVENUES		.00	.00	.00	.00	.00	
EXPENSES		110,403.90	19,368.41	51,651.47	26,060.17	32,692.26	
APPLIED CHARGES		.00	.00	.00	.00	.00	
TRANSFER		.00	.00	.00	.00	.00	
NET		-110,403.90	-19,368.41	-51,651.47	-26,060.17	-32,692.26	

4.3.1. Column Description for ZAFGRBD

Title	*Description*
ACCOUNT	Account codes for revenue, expenditures, budget, and transfers.
ACCOUNT TITLE	Description of the account codes.
ADJUSTED BUDGET	Actual budget totals at the end of the month.
CURRENT PERIOD ACTIVITY	Total monthly activity for each account code.
YEAR TO DATE ACTIVITY	Total YTD activity for each account code.
BUDGET COMMITMENT	Outstanding YTD commitments by account code. Primarily related to Purchase Requisitions and Purchase Orders.
AVAILABLE BALANCE	Net available balance after YTD Activity and Budget Commitment are subtracted from Adjusted Budget.
CMT TYP	Related to Year end close for Business and Finance purposes only.

5. Monthly Budget Reconciliation

Reconciling your operating budget on a regular basis is critical to keeping track of your expenses and remaining budget amount. Just like a home checking account, you must 'Balance' your budget so that you know how much money is available. Unless you check your actual expenses against those charged to your operating budget, you cannot accurately determine if charges have been made to your operating budget by mistake, if all of your expenses came out of your budget, or if the amount charged against your budget is correct.

Our goal is to provide you with a standard set of monthly procedures that can be used to assist in the reconciliation process of a departmental operating account. The procedures are designed as a check list to ensure that supporting documentation is collected, maintained, and processed in a consistent manner.

5.1.Monthly Budget Reconciliation Procedure

Monthly budget reconciliation follows a set procedure to verify your expenses and determine your available budget balance. The procedure contains 5 steps:

Step 1

Gather backup documentation on expenses (Purchase Orders, Journal Vouchers, Direct Pays, Inter Department Vouchers and PCard receipts) to reconcile transaction activity for the month to the e~Print reports.

Step 2

Print e~Print Reports for month end. (Be sure to have the Org, Fund, and Index number on hand)

ZIEMPDIST (only required if reconciling salary)
ZAFGRPD
ZAFGRBD

Check Self-Service reports for documentation if needed

Purchase Requisitions
Purchase orders
Invoices

Note:

It is important that you have the right index on all reports that you print.

Step 3

Check account codes on expenses. Perform a cursory review of Account Codes as per Appendix D.

Valid Account Codes: **6XXXXX (Labor Expenditures)**
7XXXXX (Non-Labor Expenditures)
8XXXXX (Transfers)

- For the account codes noted above, compare departmental records/documentation to the monthly **BUDGET ACTIVITY**, **TRANSACTION ACTIVITY**, and **COMMITMENT ACTIVITY** detail on the ZAFGRPD report.

Step 4

Reconcile expenses and balance budget

Beginning available balance from prior month
+ Total Budget Activity for the month
- Total Transaction Activity for the month
- Total Commitment Activity (Note: If you have a NEGATIVE Commitment Activity, you need to ADD this amount)
=Ending Available Balance
- Expenses Available Balance on ZAFGRPD
= Balanced Budget

Step 5

File all documentation for future reference

Let's put it all together. Here is an example of what the procedure looks like in a "Perfect World" without any discrepancies.

a. Prior month Reconciliation Ending Expense Budget Available Balance (This will come from last month's ZAFGRBD Ending Available Balance).
b. Total **BUDGET ACTIVITY** from ZAFGRPD
c. Total **TRANSACTION ACTIVITY** from ZAFGRPD
d. Total **COMMITMENT ACTIVITY** from ZAFGRPD
e. Reconciliation Ending Expense Budget Available Balance (Use the following formula).

	a	$ 36,784.34	Available Balance
+	b	$ 1,483.90	**BUDGET ACTIVITY**
-	c	$ 19,368.41	**TRANSACTION ACTIVITY**
-	d	$-13,792.43	**COMMITMENT ACTIVITY**
=	e	$ 32,692.26	Ending Available Balance

f. Verify "e" with the **Expenses** row **AVAILABLE BALANCE** column from ZAFGRBD.

g. Subtract "f" from "e" to get the difference.

	e	$32,692.26
-	f	$32,692.26
=	g	0

h. If you have balanced correctly, your net difference will be 0.

5.1.1. Budget Reconciliation Worksheet (Perfect World)

WORKSHEET

Fiscal Year: _____ Month: _____ Index: _____

a. Beginning Available Balance

Prior month Reconciliation Ending Expense Budget Available Balance

b. + Total **BUDGET ACTIVITY** for the Month

Total **BUDGET ACTIVITY** from ZAFGRPD

c. - Total **TRANSACTION ACTIVITY** for the Month

Total **TRANSACTION ACTIVITY** from ZAFGRPD

d. - Total **COMMITMENT ACTIVITY**
(If the amount is a NEGATIVE amount, ADD the amount)

Total **COMMITMENT ACTIVITY** from ZAFGRPD

e. = Reconciliation Ending Expense Budget Available Balance

Ending Available Balance

f. **-Expenses** row **AVAILABLE BALANCE** column from ZAFGRBD.

AVAILABLE BALANCE from ZAFGRBD

g. Net difference between Reconciliation and ZAFGRBD

Should = 0

5.2. "Real World" Reconciliation Procedures

This is probably a much more realistic case. Of course things happen that we will have to do some extra research and submit paperwork for corrections or adjustments. But the good thing is, after reviewing the "Real World" case you will know how to deal with the differences you encounter with reconciling.

Step 1

Gather backup documentation on expenses (Purchase Orders, Journal Vouchers, Direct Pays, Inter Department Vouchers and PCard receipts) to reconcile transaction activity for the month to the e~Print reports.

Step 2

Print e~Print Reports for month end. (Be sure to have the Org, Fund, and Index number on hand)

ZIEMPDIST (only required if reconciling salary)
ZAFGRPD
ZAFGRBD

Check Self-Service reports for documentation if needed

Purchase Requisitions
Purchase orders
Invoices

Note:

It is important that you have the right index on all reports that you print.

Step 3

Check account codes on expenses. Perform a cursory review of Account Codes as per Appendix D.

Valid Account Codes: **6XXXXX (Labor Expenditures)**
7XXXXX (Non-Labor Expenditures)
8XXXXX (Transfers)

- For the account codes noted above, compare departmental records/documentation to the monthly **BUDGET ACTIVITY**, **TRANSACTION ACTIVITY**, and **COMMITMENT ACTIVITY** detail on the ZAFGRPD report.

Step 4

Reconcile expenses and balance budget.

If you find discrepancies between your backup documentation and the expenses listed on your report,

You need to record the discrepancy and resolve it.

Note:

There are three types of discrepancies

- ***Items that show up on my report, but there is no backup documentation.***
- ***Items that I have backup documentation, but do not show up on my report.***
- ***Incorrect amounts.***

If you find charges that have been incorrectly applied, you need to find out what department the charges belong to and get the error corrected.

- Complete a Financial Documentation Request form to get information on the charge
- Complete a Journal Voucher or contact the responsible department to get the charge applied to the proper index or account code
- Obtain the proper signatures and route according to departmental procedures
- Keep a copy of the Journal Voucher related to the adjustment for backup documentation and track the changes to ensure they are applied to your budget

Create an Adjustment List

If you find a discrepancy, record the discrepancy on an Adjustment List. This list helps you ensure that all of the discrepancies are noted and gives you documentation to track the adjustments until they are rectified. Be sure to record all activity related to the item on the Adjustment List. An example Adjustment List is below.

Item #	Outstanding Revenue	Outstanding Expenses	Error Adjustments	Description
1	$0	$0	+$150.00	Unknown Cellular Call Expense
2	$0	$0	+$40.00	EH&S Driving Seminar
Total	**$0.00**	**+$190.00**	**$0.00**	
			Grand Total	**+$190.00**

Note:

- ***Add (+)*** *items that show up on the report (ZAFGRPD) but are not recognized as being applicable to your index/org.*
- ***Subtract (-)*** *any items that should have been on the report (ZAFGRPD) but were not.*

Note: Make sure to keep track of your adjustments and verify they are applied in the next month; otherwise you will have to carry them over to your adjustment list for the next month.

Step 5

File reports/records and any documentation related to month end reconciliation in a file for future reference.

Let's put it all together. Here is an example of what the procedure looks like in a "Real World" with discrepancies.

a. Prior month Reconciliation Ending Expense Budget Available Balance (This will come from last month's worksheet "e").
b. Total **BUDGET ACTIVITY** from ZAFGRPD
c. +/- Adjustments to Budget Activity from Adjustment List.
d. Total **TRANSACTION ACTIVITY** from ZAFGRPD
e. +/- Adjustments to Transaction Activity from Adjustment List.
f. Total **COMMITMENT ACTIVITY** from ZAFGRPD
g. +/- Adjustments to Commitment Activity from Adjustment List.
h. Reconciliation Ending Expense Budget Available Balance (Use the following formula).

a			$ 36,784.34	Available Balance
+b			$ 1,483.90	**BUDGET ACTIVITY**
	+/-	(adj.)	$0	Adj. to Budget Activity
-c			$ 19,368.41	**TRANSACTION ACTIVITY**
	(+)/-	(adj.)	$ 190.00	Adj. to Transaction Activity
- d			$-13,792.43	**COMMITMENT ACTIVITY**
	+/-	(adj.)	$0	Adj. to Commitment Activity
=e			$ 32,882.26	Ending Available Balance

i. Verify "e" with the **Expenses** row **Available Balance** column from ZAFGRBD.
j. Subtract "f" from "e" to get the difference.

e	$32,882.26
-f	$32,692.26
=g	$ 190.00

k. Your net difference should be your adjustment total.

5.2.1. Budget Reconciliation Worksheet (Real World)

WORKSHEET

Fiscal Year: _____ Month: _____ Index: _____

a. Beginning Available Balance

Prior month Reconciliation Ending Expense Budget Available Balance

b. +Total **BUDGET ACTIVITY** for the Month

Total **BUDGET ACTIVITY** from ZAFGRPD

+/- (adj. to Budget Activity)

See Total Adjustment List (Budget Activity)

c. - Total **TRANSACTION ACTIVITY** for the Month

Total **TRANSACTION ACTIVITY** from ZAFGRPD

+/- (adj. to Transaction Activity)

See Total Adjustment List (Transaction Activity)

d. - Total **COMMITMENT ACTIVITY**
(If the amount is a NEGATIVE amount, ADD the amount)

Total **COMMITMENT ACTIVITY** from ZAFGRPD

+/- (adj. to Commitment Activity)

See Total Adjustment List (Commitment Activity)

e. = Reconciliation Ending Expense Budget Available Balance

Ending Available Balance (after adjustments are made)

f. **-Expenses** row **AVAILABLE BALANCE** column from ZAFGRBD.

AVAILABLE BALANCE from ZAFGRBD

g. Net difference between Reconciliation and ZAFGRBD

Should = Total Adjustment List

5.3. Addressing Discrepancies

If there are discrepancies identified and adjustments are required, the process to follow is documented below.

1. Go to Banner Self-Service for access to view documents (requisitions, purchase orders, invoices, encumbrances, or direct cash receipts) from the my.nmsu.edu web site.

2. If you cannot find back-up documentation on Self Service, complete a Finance Documentation Request Form and submit it to Accounting and Financial Reporting.

This form can be found at:
http://www.nmsu.edu/~boffice/forms/PDF%20Files/finance_doc_req.pdf

5.4.Adjustments

1. Evaluate documentation to determine if charges that have been applied to a certain index or account code are appropriate. If you find these charges are incorrect, complete a Journal Voucher or contact the responsible department to correct the following:
    a. Index correction
    b. Account code correction

2. Obtain proper signatures and route according to departmental procedures.

3. Keep a copy of the Journal Voucher related to adjustments for future reference.

6. Assistance

If you are experiencing problems with reconciliation, please take the following steps to resolve your issue.

1. Contact your business manager/Research Center/appropriate departmental contact

    - College of Business Admin and Econ
        - Kathy Crawford
    - College of Arts and Sciences
        - Cheryl Matchett
        - Matilda Evaro
    - College of Ag and Home Economics
        - Beth Chorey
        - Eva Cortez
    - College of Health and Social Services
        - Aida Lopez
    - College of Engineering
        - Diana Monteith
    - College of Education
        - Dawn Gonzales
    - NMDA
        - Kim Allbright
    - DABCC
        - Nancy Ritter

If you do not see your department on this list, call your departmental contact.

7. Reconciling Budgets with Revenue

The procedure for reconciling budgets with revenue is similar to reconciling operating budgets without revenue.

7.1.Revenue Budget Reconciliation Procedure

Revenues begin with the number "5". If your index has revenues deposited, then you will want to check the activity.

Step 1
Prepare internal records/documentation (Purchase Orders, Journal Vouchers, Inter Departmental Vouchers, cash receipts, bank deposit slips). to reconcile transaction activity for the month to the e~Print reports.

Step 2
Print e~Print Reports for month end. (Be sure to have the Org, Fund, and Index number)

ZAFGRPD
ZAFGRBD

Note:
It is important that you have the right index on all reports that you print.

Step 3 <u>Revenue Transaction Reconciliation</u>

- Perform a cursory review of Account Codes as per appendix D.

Valid Account Codes: 5XXXXX

- For revenue account codes noted above, compare departmental records/documentation to the monthly **BUDGET ACTIVITY** and **TRANSACTION ACTIVITY** detail on the ZAFGRPD report.

- Determine any discrepancies between what is reflected on the report and what you conclude should be on the report based on your review. Make separate lists of the discrepancies (reconciling items) for **Budget Activity**, and **Transaction Activity.** This information will be used to reconcile the "actual" monthly activity to the ending Revenue Budget **Available Balance** reflected on the ZAFGRBD report in Step 4.

Note:
There are two types of discrepancies
- *Items that show up on my report, but there is no backup documentation.*
- *Items that I have backup documentation, but do not show up on my report.*
- *Incorrect amounts.*

Adjustment Lists

Item #	Outstanding Revenue	Outstanding Expenses	Error Adjustments	Description
1	$0	$	$0	
2	$0	$	$0	
Total	**$0.00**	**$**	**$0.00**	
			Final Total	**$0**

Note:

- ***Add (+)*** *items that show up on the report (ZAFGRPD) but are not recognized as being applicable to your index/org.*
- ***Subtract (-)*** *any items that should have been on the report (ZAFGRPD) but were not.*

Step 4 Revenue Budget Reconciliation

a. Prior month Reconciliation Ending Revenue Budget Available Balance (This will come from last month's worksheet "e").
b. Total Revenue **BUDGET ACTIVITY** from ZAFGRPD
   +/- Adjustments to Budget Activity from Adjustment List.
c. Total Revenue **TRANSACTION ACTIVITY** from ZAFGRPD
   +/- Adjustments to Transaction Activity from Adjustment List.
d. Reconciliation Ending Revenue Budget Available Balance (Use the following formula).

a			$30,321.21	Available Balance
+b			$0	**BUDGET ACTIVITY**
	+/-	(adj)	$0	Adj. to Budget Activity
-c			$9,455.51	**TRANSACTION ACTIVITY**
	+/-	(adj)	$0	Adj. to Transaction Activity
=d			$20,865.70	Ending Available Balance

e. Verify "d" with **Revenues** row **Available Balance** column from ZAFGRBD
f. Subtract "e" from "d" to get the difference.

d	$20,865.70
- e	$20,865.70
= f	$0

g. Your net difference should be your adjustment total (if applicable).

Note: Make sure to keep track of your adjustments and verify they are applied in the next month; otherwise you will have to carry them over to your adjustment list.

Step 5

- File reports/records and any documentation related to month end reconciliation in a file for future reference.

7.1.1. Revenue Budget Reconciliation Worksheet

WORKSHEET

Fiscal Year: _____ Month: _____ Index: _____

a. Beginning Available Balance

Prior month Reconciliation Ending Revenue Budget Available

b. +Total **BUDGET ACTIVITY** for Month

Total **BUDGET ACTIVITY** for revenue from ZAFGRPD

+/- (adj to Budget Activity)

See Total Adjustment List (Budget Activity)

c. - Total **TRANSACTION ACTIVITY** for the Month

Total **TRANSACTION ACTIVITY** for revenue from ZAFGRPD

+/- (ad to Transaction Activity)

See Total Adjustment List (Transaction Activity)

d. = Reconciliation Ending Revenue Budget Available Balance

Ending Available Balance (after adjustments are made)

e. -**Revenues** row **AVAILABLE BALANCE** column from ZAFGRBD

AVAILABLE BALANCE from ZAFGRBD

f. Net difference between Reconciliation and ZAFGRBD

Should = **Total Adjustment List**

* If the net revenue budget adjustment for the period is positive add the net amount to the prior period revenue budget balance to reflect the increase in expected revenues for the fiscal year.

** If the net revenue budget adjustment for the period is negative, subtract the net amount from the prior period revenue budget balance to reflect the decrease in the expected revenues for the fiscal year.

*** Typically net revenue transactions for the period will be positive. This will decrease the amount of revenue that needs to be collected to meet the budgeted expectations for the fiscal year. To reflect this decrease, subtract the net amount from the prior period revenue budget balance.

8. Appendices

8.1. APPENDIX A – Earn Codes

EARN Codes	
Earn Code (transaction)	**DESCRIPTION**
Regular Exempt	
ALP	Annual Leave Pay Out
ALT	Annual Leave Taken
ASR	Adjustment – Regular employee
DIF	Differential
LNP	Leave Without Pay
LWB	Leave Without Pay w/ Benefits
LWP	Leave With Pay
REC	Pay Recovery
REG	Regular Staff Earnings
SLT	Sick Leave Taken
Regular Non-Exempt	
ALP	Annual Leave Pay Out
ALT	Annual Leave Taken
ASR	Adjustment – Regular employee
CTE	Comp Time Earned
CTP	Comp Time Paid
CTT	Comp Time Taken
CTT	Comp Time Taken
DOC	Docked Pay
HOL	Holiday Leave
HWK	Holiday Worked
LNP	Leave Without Pay
LWB	Leave Without Pay w/ Benefits
LWP	Leave With Pay
OLT	Other Leave Taken
REC	Pay Recovery
REG	Regular Staff Earnings
SLT	Sick Leave Taken
Temporary Exempt/Non-Exempt	
REC	Pay Recovery
RGT	Temporary Staff Earnings
Regular Student	
REC	Pay Recovery
RGO	Temporary Staff-Other
RGS	Student Earnings
RSF	Adjustment – Student/Grad employee
RST	Pay Recovery-Student
TSF	Taxable Student Flat Earnings
TSR	Taxable Student Earnings

Work-study Student	
REC	Pay Recovery
RGW	Work-study Earnings
RSF	Adjustment-Student/Grad Employee
RST	Pay Recovery-Student
TSF	Taxable Student Flat Earnings
TSR	Taxable Student Earnings
Graduate Students	
REC	Pay Recovery
RGG	Graduate Student Earnings
TGR	Taxable Graduate Earnings
TSF	Taxable Student Flat Earnings
TSR	FICA/Medicare Tax Applicable
Faculty	
DFA	Deferred Amount – For faculty working 9 months but paid over 12 months.
DFA	Deferred Amount
DFP	Deferred Pay Out
LNP	Leave Without Pay
LWB	Leave Without Pay w/ Benefits
LWP	Leave With Pay
REC	Pay Recovery
RGA	Regular Academic Earnings
SAB	Sabbatical-1/2 YR Full Pay
SAP	Sabbatical Full YR 60% Pay

8.2. Appendix B – Transaction Types

Transaction Type	
TYPE	**DESCRIPTION**
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustments
BD04	Temporary Budget Adjustment
CAT	Catering Food Service Charges
CNEI	Cancel Check – Invoice with encumbrance
CNNI	Cancel Check – Invoice without encumbrance
CONV	Conversion of Beginning Balance
CORD	Establish Change Order
CR05	Cash Receipt Entry
DNEC	Check – C/M with encumbrance
DNEI	Check – Invoice with encumbrance
DNNI	Check – Invoice without encumbrance
E010	Post Original Encumbrance
E020	Encumbrance Adjustment
E032	Encumbrance Liquidation
E117	Original Encumbrance Conversion
GRAR	Accrued Accounts Receivable
GRCC	Grant – Cost Share Charge
GRCG	Grant – Cost Share Grant
GRIC	Grant – Indirect Cost Charge
GRIR	Grant – Indirect Cost Recovery
GRRV	Grant – Accrued Revenue
HDEF	Payroll – Deferred Pay
HDPA	Payroll – Deferred Pay Accrual
HEEL	Payroll – Employee Liability
HERL	Payroll – Employer Liability
HFEX	Payroll – Actual Fringe Benefit Distribution
HFNL	Payroll – Fringe Chargeback without Liquidation
HFRC	Payroll – Fringe Chargeback Clearing
HGNL	Payroll – Gross Expense No Liquidation
HNET	Payroll – Net Pay
ICEI	Cancel Invoice with Encumbrance
ICNI	Cancel Invoice without Encumbrance
IDV	Interdepartmental Voucher
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance
JE16	General Journal Entry (Inter-Funds)
PCLQ	Cancel PO – Reinstate Request
PCRD	Cancel Purchase Order
POBC	Purchase Order Batch Close
POLQ	Purchase Order – Request Liquidation
POPN	Purchase Order - Open
PORD	Establish Purchase Order
PSL	PSL Labor Feeds
RCQP	Cancel Requisition
REQP	Requisition – Reservation
TS	Treasure Services JE (Inter – Fund)

8.3.Appendix C – Document Type Description

Prefix = Doc Type	DESCRIPTION
*	Commitment Open/Close Document
A	Agreements
B	Bids
BG	BUDGET
BK	BOOKSTORE FEED
CA	CARLSBAD MANUAL CHECKS
CK	UAR MAN CHECKS
CN	CASHNET FEED
D	Document tag Number (Fixed asset)
E	Commitment Number
EN	COMMITMENT CONVERT
F	Interface Document Number
FA	FINAID CHECKS AL
FC	FINAID CHECKS CA
FG	FINAID CHECKS GR
FM	FINAID CHECKS MA
FN	FOUNDATION BGT
FO	FINANCE HR PAYROLL
G	Deferred Grant Calculations JV
H	Direct Cash Receipts
I	Invoice Code
J	Journal Voucher Code
K	Commodity
L	Budget Line Item
M	Fixed Assets Accounting Adjustments
MA	MISC FEED 1
MB	MISC FEED 2
MC	MISC FEED 3
MD	MISC FEED 4
MS	MISC FEED
N	Permanent Tag number
OF	OFS FEED
P	Purchase/Change Order Code
PD	PSLFEED
PL	PSL LABOR
PR	PROCURE FEED
PS	PSL COMMITMENT
Q	Ledger Reclassification Document
R	Requisition Code
S	State 1099/AR&Pcard Inv./Proposal
SC	FINAID CHECKS
ST	STUDENT FEED
T	Origination Tag Num (Fixed Assets)
TL	TELEPHONE BILLING
U	Issues

W	Inventory Adjustments
X	Stores Transfers
Y	Receiving

8.4.Appendix D – Account Code Review Checklist

I&G Indexes (All Indexes with Fund #'s 110000-110008)

There should be no activity for these types of Account Codes

☐ Revenue Account Codes 5XXXXX (ZAFGRPD)

☐ Resale Account Codes 77XXXX (ZAFGRPD)

☐ Applied Charges Account Codes 595XXX (ZAFGRPD)

Other Indexes

Check for and investigate activity for the following

☐ Expense Account Codes 7XXXXX with a negative (-) year to date activity on the ZAFGRBD report.
For every Expense Account Code that has a negative (-) year to date activity, you will need to review the detailed transactions (ZAFGRPD) and determine if the balance is justified or if corrections need to be made.

☐ Activity other than Budget Entries in Budget Account Code 799800 (ZAFGRPD), under Adjusted Budget.
Only budget entries should be made to this Account Code.

☐ Activity in Expense Account Code 738011 (ZAFGRPD).
Reclass all activity to appropriate Account Codes. There should not be any expenses posted to 738011, it is the default account code which must be transferred.

☐ Evaluate outstanding POs (FPIOPOF) and Requisitions (FOADOCU) that need to be cancelled and for any remaining balances on processed POs that need to be cleared. This will reduce the amount of budget commitment.

☐ Revenue Account Codes 5XXXXX with a negative (-) year to date activity on the ZAFGRBD report.
For every Revenue Account Code that has a negative (-) year to date activity, you will need to review the detailed transactions (ZAFGRPD) and determine if the balance is justified or if corrections need to be made.

☐ Check that Resale Account Codes 77XXXX are appropriate for type of Index.

Check for TRAN TYPE other than payroll TRANS TYPE HXXX (see Appendix B)

*There **should not** be any transactions hitting payroll account codes that **do not** have a payroll TRANS TYPE other than JE16 corrections. All others should be investigated and corrected*

Note: If any of these items are identified, refer to the Adjustment Section 4.2 in the manual or call your Business Manager.